

FILE

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MEMORANDUM FOR: Director of Personnel

SUBJECT : Retirement Information Seminar

1. The Agency's first Retirement Information Seminar was a great success and clearly indicated it was effectively organized and executed. Those who attended it were not only provided with pertinent information but also were inspired to give more thought to their own retirement plans and programs.

2. The entire presentation seemed to go well but the last two speakers, and especially Mr. Wyatt, the last speaker, were excellent and provided an effective ending for such a seminar.

3. Our observer, who attended the last day's lectures, heard many favorable comments from the participants concerning the presentations and the program as a whole. From everything I have heard, I believe we are on the right track and I want to commend you on a job well done.

John W. Coffey  
Acting Deputy Director  
for Support

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